



Department of Energy
Washington, DC 20585

MEMORANDUM FOR SITE ACQUISITION CAREER MANAGER

FROM:

SUBJECT: Application for TPO Certification —

In accordance with DOE Order 361.1B, paragraph 4.B, the following application for the DOE certification for Technical Project Officers is submitted, based on completion of the required training and experience and my existing and/or pending TPO designation, as documented below.

E-mail address: _____ Program Office: _____

Phone: _____ Duty Station (city/state): _____

I am _____ TPO to Grant/Cooperative Agreement No. _____,

Subtask/subagreement no. (if applicable): _____

Previous certification (attached): _____ Date last issued or renewed: _____

(Applicants holding current FAC-COR certification that qualifies for the subject TPO level, skip to the signatures section below. See the Reciprocity rule in the TPO section of the [ACP Handbook](#) for further information.)

Training: I completed qualifying training/activities as listed below for the subject TPO Level

Renewals, skip to the next section; all others complete the following:

<u>Course Title</u>	<u>Date(s)</u>	<u>CLPs</u>	<u>Documentation</u>
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Renewals, complete the following:

See attached [TPO Continuous Learning Worksheet](#).

For a list of acceptable training courses, see:

<http://energy.gov/sites/prod/files/2013/06/f1/Acquisition-Certifications-Program-Handbook-4thEdition.pdf>

Supervisor/Program Manager Approval:

By my signature below, I certify that the applicant completed the above/attached coursework/continuous learning activities and recommend approval of this application.

To maintain this certification, at least 20 CLPs will be incorporated into the applicant's Individual Development Plan annually and progress considered in performance appraisals.

Date

Site Acquisition Career Manager (SACM):

I certify that this application meets the standards in the ACP Handbook. Approval recommended.

This certification will be in effect for the 2-year period _____.

I have advised the applicant that an application for renewal must be received by the ending date above to avoid a lapse in certification.

Date

Site Acquisition Career Manager

Attachments